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# ASCS

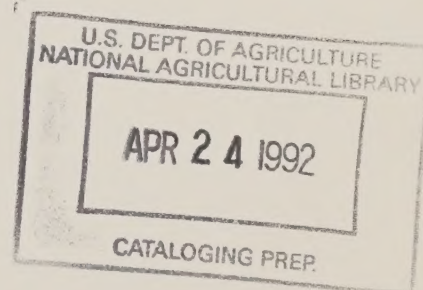
HANDBOOK

## ASSIGNMENT AND JOINT PAYMENT SYSTEM

For State and County Offices

SHORT REFERENCE

63-FI



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Stabilization and Conservation Service  
P.O. Box 2415  
Washington, DC 20013



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Agricultural Stabilization and Conservation Service

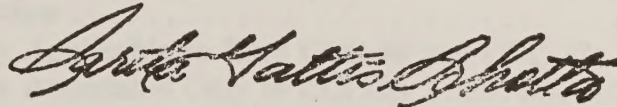
P.O. Box 2415

Washington, DC 20013

**Assignment and  
Joint Payment System  
63-FI**

**Amendment 1**

Approved by: Deputy Administrator, Management



**Amendment Transmittal**

**A**  
**Reasons for  
Handbook**

This handbook contains procedures for:

- assignment of payment policy
- joint payment authorization policy
- System 36 software instructions.

This handbook includes instructions relating to assignments contained in 1-FI.

UNITED STATES DEPARTMENT OF AGRICULTURE  
 Agricultural Stabilization and Conservation Service  
 P.O. Box 2412  
 Washington, DC 20013

Amendment 1	Assignment and Joint Payment System 63-61
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Approved by: Deputy Administrator, Management

*[Signature]*

Amendment Transmittal

Handbook for  
Handbook

The handbook contains procedures for:

- assignment of payment policy
- joint payment administration policy
- system to estimate payments

This handbook includes procedures relating to payments contained in 1-61.

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## Part 1 Basic Provisions

### 1 Overview

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#### A

#### Purpose

This handbook provides information pertaining to the assignment of program payments and joint payment authorizations. Information provided includes:

- policy
  - administrative procedure
  - system procedure.
- 

#### B

#### Scope

The procedures apply to all ASCS and CCC cash payments except for the following which shall **not** be assigned.

- Price support loans.
- Purchase agreements.

Payments made on CCC-6's **cannot** be assigned or issued to joint payees.

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## 2 Authority and Related References

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<i>A</i> <b>Sources of Authority</b>	<p>Authority for handling assignments and joint payments is authorized by:</p> <ul style="list-style-type: none"> <li>• CCC Charter Act (62 Stat. 1070)</li> <li>• administrative regulations (7 CFR Part 1404)</li> <li>• instructions for designated offices responsible for carrying out CCC policy.</li> </ul>
---	--

<i>B</i> <b>Related ASCS Handbooks</b>	<p>ASCS handbooks containing related program information include:</p> <ul style="list-style-type: none"> <li>• 1-FI for issuing CCC-184's</li> <li>• 6-FI SCOAP for payment process procedures</li> <li>• 58-FI SCOAP for managing CCC and ASCS claims</li> <li>• 1-CM for name and address file procedure and signature authority.</li> </ul>
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3-10 (Reserved)

## Part 2 Policy and Administrative Procedures

### 11 Overview

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#### *A*

##### **Introduction**

This part covers County Office policies and procedures for filing CCC-36 or CCC-37.

---

#### *B*

##### **What Is an Assignment**

An assignment is the transfer of the right to receive cash payment from a producer who is participating in ASCS or CCC farm programs to an assignee. CCC-184 is made payable to the assignee. An assignment of payment is executed on CCC-36 and must be filed in the County Office.

---

#### *C*

##### **What Is a Joint Payment Authorization**

A joint payment authorization is a request to make payment to joint payees. CCC-184 is made payable to the producer and another designated payee. The joint payment authorization is executed on CCC-37 and must be filed in the County Office.

---

## 12 Policy Applicable to Both CCC-36 and CCC-37

---

*A*

### Who May Execute CCC-36 or CCC-37

For benefits under ASCS or CCC programs, CCC-36 or CCC-37 may be executed by any of the following:

- individual producer
- duly authorized officer of a corporation, firm, association, limited partnership, or other legal entity
- agent of an eligible person, if specifically authorized in writing
- general partnership

**Note:** CCC-36 or CCC-37 must be filed on the partnership.

Members cannot assign or designate a joint payee on their share of a partnership payment as an individual.

- joint venture when joint venture has an employer ID number
  - executor, administrator, or other person authorized by law or order of the court to administer the estate of a producer.
- 

*B*

### When Are CCC-36 and CCC-37 Considered Valid

CCC-36 and CCC-37 are considered valid when:

- properly executed by a producer eligible for benefits under ASCS or CCC programs
  - filed in the County ASCS Office administering the program payments selected for assignment or joint payment, as applicable
  - filed before the applicable program payment is made.
- 

*Continued on the next page*

## 12 Policy Applicable to Both CCC-36 and CCC-37, *Continued*

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*C*

### **Priority of CCC-36 Over CCC-37**

CCC-36 has priority over CCC-37 regardless of the date filed. CCC-184 will be issued to joint payees only after all applicable CCC-36's have been liquidated.

---

*D*

### **What May Be Designated on CCC-36 or CCC-37**

The following may be designated on one CCC-36 or CCC-37:

- selection of 1, several, or all program payments
  - program payments for 1 or all farming operations in the county.
-

### 13 Policy Applicable Only to CCC-36

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*A*

**How Many  
CCC-36's Can Be  
Filed**

Accept only the first two CCC-36 's received for each farming operation in the county per crop or program year per producer.

---

*B*

**Amount of  
CCC-36**

CCC-36 shall:

- be for a definite sum
  - not exceed the amount owed or to be owed to the assignee.
- 

*C*

**What Is an Invalid  
CCC-36**

The following constitutes an invalid CCC-36:

- an assignee shall not reassign a payment
  - the payment shall not be assigned, if the payment to be assigned is the subject of an administrative appeal
  - dollar amount being assigned is not stated.
- 

*D*

**When to Honor  
CCC-36**

Do **not** honor a valid CCC-36 until the following have been collected:

- claims or receivables due CCC or ASCS, regardless of the date CCC-36 was filed
  - claims due other Government Agencies that were filed before CCC-36 was filed.
-

## 14 Policy Applicable Only to CCC-37

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*A*

### **How Many CCC-37's Can Be Filed**

The number of CCC-37's filed by a producer is not limited. However, allow only one CCC-37 on file at a time for a designated program.

---

*B*

### **How Many Joint Payees Can Be Designated**

Only the producer and 1 joint payee name is allowed to be entered on CCC-37.

---

*C*

### **Amount of CCC-37**

CCC-37 does not stipulate a dollar amount. All payments made for a designated program will be made to the authorized joint payees.

---

## 15 Characteristics of CCC-36 and CCC-37

<sup>A</sup>  
**Comparison Table** This table summarizes the characteristics of CCC-36 and CCC-37.

Characteristics	CCC-36	CCC-37
Dollar limit	Yes, designated amount	No, entire payment
Choice of programs	Yes	Yes
Payee	One payee	Two payees
Cancellation	Requires written notification from assignee	Requires signatures from both joint payees
Priority	Has priority over CCC-37; honored first	No priority; applies after CCC-36's have been honored.
Life cycle	Honored until dollar limit reached or program ends	Honored until program ends or authorization is revoked

## 16 CCC-38

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### *A* **Available Options for Program Benefits**

A producer may instruct CCC or ASCS to make CCC-184's payable to:

- the producer
- the producer and a joint payee
- an assignee.

These options are explained on CCC-38. An example of CCC-38 is in Exhibit 7.

---

## 17 Filing CCC-36

### A

#### Introduction

Under ASCS and CCC programs, producers may arrange to have all or part of their cash payments made directly to other payees.

### B

#### How to File CCC-36

This table provides the necessary information to file CCC-36.

Step	Instruction	Action
1	<p>Assignment of payment must be prepared on CCC-36.</p> <p><b>Note:</b> See Exhibit 8 for example of CCC-36.</p>	<p>Give complete sets of CCC-36 to any:</p> <ul style="list-style-type: none"> <li>• producer who wants to assign cash payments</li> <li>• lending institution.</li> </ul>
2	<p>Provide the Farm Program Fact Sheet, "Assigning ASCS and CCC Program Payments".</p> <p><b>Note:</b> See Exhibit 9 for example of the Farm Program Fact Sheet.</p>	<p>Reproduce the Farm Program Fact Sheet locally and give to:</p> <ul style="list-style-type: none"> <li>• any person interested in an assignment</li> <li>• lenders who maintain supplies of CCC-36's</li> <li>• the assignor</li> <li>• the assignee.</li> </ul>
3	Provide CCC-38.	<p>Reproduce CCC-38 locally and give to:</p> <ul style="list-style-type: none"> <li>• any person interested in assignments</li> <li>• lenders who maintain CCC-36 supplies.</li> </ul>
4	CCC-36 must be received in the County Office before printing CCC-184 covered by the assignment.	Record on CCC-36 the date and time filed.

*Continued on the next page*

## 17 Filing CCC-36, *Continued*

B

### How to File CCC-36, *Continued*

Step	Instruction	Action	
5	CCC-36 must be signed by both the assignor and the assignee.	<b>IF payable is for...</b>	<b>THEN CCC-36 must be signed by both the assignee and the...</b>
		individual	individual assignor.
		corporation, trust, or estate	person authorized to sign for the entity.
		partnership	person authorized to sign for the entity.
		joint venture <b>Note:</b> Payment is made to a joint venture when the joint venture has an employer ID number.	person authorized to sign for the entity.
		member of a joint venture <b>Note:</b> Payment is made to members of a joint venture when the joint venture does not have an employer ID number.	member.

C

### Example of CCC-36 Correct Completion and Farm Program Fact Sheet

See Exhibit 8 for an example of CCC-36 and Exhibit 9 for an example of the Farm Program Fact Sheet, "Assigning ASCS and CCC Program Payments".

## 18 Filing CCC-37

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*A*

### **Introduction**

Under ASCS and CCC programs, a producer may arrange to have cash payments made payable to joint payees.

---

*B*

### **Definition of a Joint Payee**

A joint payee is a person or entity to whom a payment is made jointly with the producer.

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*Continued on the next page*

# 18 Filing CCC-37, Continued

C

## How to File CCC-37

This table provides the necessary information to file CCC-37.

Step	Instruction	Action	
1	A joint payment authorization must be prepared on CCC-37.  <b>Note:</b> See Exhibit 10 for example of CCC-37.	Give complete sets of CCC-37 to any: <ul style="list-style-type: none"> <li>• producer who wants payments to be made to joint payees</li> <li>• lending institution.</li> </ul>	
2	Provide CCC-38.  <b>Note:</b> See Exhibit 7 for example of CCC-38.	Reproduce CCC-38 locally and give to: <ul style="list-style-type: none"> <li>• any person interested in joint payments</li> <li>• lenders who maintain CCC-37 supplies.</li> </ul>	
3	CCC-37 must be received in the County Office before printing CCC-184 covered by the joint payment authorization.	Record the date and time CCC-37 is filed.	
4	CCC-37 must be signed by both the producer and the authorized joint payee.	<b>IF payable is for...</b>	<b>THEN CCC-37 must be signed by both the joint payee and the...</b>
		an individual	individual producer.
		a corporation, trust, or estate	person authorized to sign for the entity.
		a partnership	person authorized to sign for the entity.
		a joint venture  <b>Note:</b> Payment is made to a joint venture when the joint venture has an employer ID number.	person authorized to sign for the entity.

19-35 (Reserved)



## Part 3 Automated Assignment and Joint Payment System

### 36 Overview

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#### A

##### **Purpose**

This paragraph provides information and instructions pertaining to activities that must be completed by the County Office before data loading the information recorded on CCC-36 and CCC-37 into the automated assignment and joint payment file.

---

#### B

##### **Which CCC-36's and CCC-37's Will Be Data Loaded**

Only CCC-36's and CCC-37's applicable to payments generated through the Production Adjustment Program application will be data loaded at this time. Other program applications will be phased into the system at a later date.

**Note:** CCC-36's and CCC-37's that cannot be data loaded must be handled manually. See paragraphs 38 and 39 for further information.

---

#### C

##### **General Information**

The design of the Assignment and Joint Payment System requires the entry of the assignee's ID number and ID type, or the assignee's last name, when data loading from CCC-36. This allows the system to access the other name and address maintenance file for the correct name and address of the assignee.

**Note:** The names and addresses of the assignees **will not** be recorded in the producer name and address file.

The name and address for all assignees must be established on the "Other Name and Address Maintenance" file before data loading the assignment information recorded on CCC-36 into the assignment and joint payment file. Paragraph 37 provides instructions for accessing the other name and address maintenance file.

**Note:** Names and addresses of joint payees designated on CCC-37's, item 22, on file in the County Office **will not** be established on a name and address file. The name of the joint payee will be entered each time information recorded on CCC-37 is established in the assignment and joint payment file.

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*Continued on the next page*

## 36 Overview, Continued

D

**How to Prepare  
for Data Loading  
CCC-36**

County Offices shall use this table to aid in planning activities that must be completed before establishing the assignment and joint payment file by data loading CCC-36's.

Step	Condition	Action
1	ID numbers will be required for all assignees.  (Bank ABA, Social Security, employer, or temporary)	<p>The ABA number for financial institutions must be entered on CCC-36, item 24.</p> <p>The ID number (Social Security or employer) for assignees other than financial institutions should be recorded on CCC-36, in the left hand corner of item 23 when the ID is available.</p> <p>A temporary ID number will be assigned for assignees other than financial institutions when the assignee ID number (Social Security or employer) is <b>not</b> available. Instructions for assigning a temporary ID number are provided in paragraph 37. The temporary ID number should be recorded on CCC-36, in the left hand corner of item 23.</p>
2	The name and address of all assignees must be entered in the other name and address maintenance file.	See paragraph 37 for instructions on how to access the other name and address maintenance file on Screen MAC010-01.
3	Validate data recorded on CCC-36's and CCC-37's pertaining to Production Adjustment Program payments.	See paragraphs 38 and 39 for additional information.

## 37 Entering Assignees in the Other Name and Address Maintenance File

### A

#### Accessing the Other Name and Address Maintenance File

This table provides the instructions for accessing the other name and address maintenance file on Screen MAC010-01.

Step	Action	Result
1	ENTER "3", "Application Processing", on the Primary Selection Menu FAX250.	Screen FAX09002, Office Selection Options, will be displayed.
2	Enter the appropriate county on Screen FAX09002.	Application Selection Menu FAX07001 will be displayed.
3	ENTER "9", "Common Provisions", on Menu FAX07001.	Screen MA0000, Common Management Provisions, will be displayed.
4	ENTER "3", "Other Name and Address Maintenance", on Screen MA0000.	Screen MAC010-01, Selection, will be displayed.

### B

#### How to Complete the Other Name and Address File

Follow the instructions in this paragraph to enter the assignees recorded on CCC-36's on file in the County Office in the other name and address maintenance file.

- To enter financial institutions, see subparagraph C.
- To enter an assignee other than a financial institution when the assignee ID number is available, see subparagraph D.
- To enter an assignee other than a financial institution when the assignee ID number is **not** available, see subparagraph E. A temporary ID number will be assigned for the assignee.

*Continued on the next page*

## 37 Entering Assignees in the Other Name and Address Maintenance File, *Continued*

C

### Enter Financial Institution

This table provides the instructions for entering a financial institution as assignee on the other name and address maintenance file.

Step	Action	Result
1	<p>Enter the information required on Screen MAC010-01. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter 9-digit ABA number in the "ID Number" field (same as on CCC-36, item 24).</li> <li>• ENTER "F" in the "ID Type" field (applicable to all assignee ID numbers except temporary numbers).</li> <li>• PRESS "Field Exit" to exit the "Facility Name" field.</li> <li>• ENTER "40" in the "Facility Code" field (applicable to all assignees).</li> <li>• ENTER "3", "Add or Reactivate Record", in the "Activity Code" field.</li> <li>• PRESS "C" to continue.</li> </ul>	Screen MAC013-02, Add, will be displayed.
2	<p>Enter the information required on Screen MAC013-02. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter name and address of assignee in "Facility Name and Address" fields (same as on CCC-36, item 23).</li> <li>• PRESS "Field Exit" to exit the "telephone" field.</li> <li>• ENTER "N" in the "Receive Mail" field.</li> <li>• PRESS "U" to update.</li> </ul>	<p>After update is entered, Screen MAC010-01, Selection, will be redisplayed. The message, "Record Added to Name/Address File", will be highlighted.</p> <p>PRESS "Enter" to return to Screen MAC010-01 for entry of next assignee.</p>

*Continued on the next page*

## 37 Entering Assignees in the Other Name and Address Maintenance File, *Continued*

D

### Enter Assignee When ID Number Is Available

This table provides the instructions for entering an assignee other than a financial institution in the other name and address maintenance file when the assignee ID number is available.

**Note:** The ID number should be recorded on CCC-36, in the left hand corner of item 23.

Step	Action	Result
1	<p>Enter information required on Screen MAC010-01. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter assignee ID number in the "ID Number" field (same as on CCC-36, item 23).</li> <li>• ENTER "F" in the "ID Type" field ("F" will always be used as the ID type for an assignee ID number (Social Security or employer) entered in the other name and address maintenance file unless a temporary number was assigned).</li> <li>• PRESS "Field Exit" to exit the "Facility Name" field.</li> <li>• ENTER "40" in the "Facility Code" field (applicable to all assignees).</li> <li>• ENTER "3", "Add or Reactivate Record", in the "Activity Code" field.</li> <li>• PRESS "C" to continue.</li> </ul>	Screen MAC013-02, Add, will be displayed.
2	<p>Enter information required on Screen MAC013-02. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter name and address of assignee in "Facility Name and Address" fields (same as on CCC-36, item 23).</li> <li>• PRESS "Field Exit" to exit the "telephone" field.</li> <li>• ENTER "N" in the "Receive Mail" field.</li> <li>• PRESS "U" to update.</li> </ul>	<p>After update is entered, Screen MAC010-01, Selection, will be redisplayed. The message, "Record Added to Name/Address File", will be highlighted.</p> <p>PRESS "Enter" to return to Screen MAC010-01 for entry of next assignee.</p>

*Continued on the next page*

### 37 Entering Assignees in the Other Name and Address Maintenance File, *Continued*

*E*

#### Enter Assignee When ID Number Is Not Available

This table provides the instructions for entering an assignee other than a financial institution in the other name and address maintenance file when the assignee ID number is **not** available.

**Caution:** More than one CCC-36 may be on file with the same assignee. An assignee should be assigned only 1 temporary ID number in the other name and address file. The system assigns a different temporary ID number each time an assignee is entered in the file. **Do not** enter the same assignee in the file more than 1 time.

Step	Action	Result
1	<p>Enter information required on Screen MAC010-01. Include the following information.</p> <ul style="list-style-type: none"> <li>• PRESS "Field Exit" to exit the "ID Number" field.</li> <li>• ENTER "T" in the "ID Type" field (indicates temporary number will be assigned).</li> <li>• PRESS "Field Exit" to exit the "Facility Name" field.</li> <li>• ENTER "40" in the "Facility Code" field (applicable to all assignees).</li> <li>• ENTER "3", "Add or Reactivate Record", in the "Activity Code" field.</li> <li>• PRESS "C" to continue.</li> </ul>	Screen MAC013-02, Add, will be displayed.

*Continued on the next page*

# 37 Entering Assignees in the Other Name and Address Maintenance File, Continued

E

Enter Assignee  
When ID Number  
Is Not Available,  
Continued

Step	Action	Result
2	<p>Enter information required on Screen MAC013-02. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter name and address of assignee in "Facility Name and Address" fields (same as on CCC-36, item 23).</li> <li>• PRESS "Field Exit" to exit the "telephone" field.</li> <li>• ENTER "N" in the "Receive Mail" field.</li> <li>• PRESS "U" to update.</li> </ul>	<p>After update is entered, Screen MAC013-02, Add, will be redisplayed. The message, "Assigned Temporary ID Number Is Displayed Above", will be highlighted.</p> <p><b>Note:</b> Record the displayed temporary ID number on the applicable CCC-36, in the left hand corner of item 23. This number will be used when data loading CCC-36 into the assignment and joint payment file.</p> <p>PRESS "Enter". Screen MAC010-01 will be redisplayed. The message, "Record Added to Name/Address File", will be highlighted.</p> <p>PRESS "Enter" to return to Screen MAC010-01 for entry of next assignee.</p>

## 38 Verification of CCC-36 Entries and Preparation for Data Load

### A

#### Verify CCC-36 Entries and Prepare for Data Load

CCC-36's pertaining to payments generated by the Production Adjustment Program application should be reviewed to verify that all items to be data loaded into the assignment and joint payment file were completed correctly. The information recorded in the file must meet certain requirements for the assignment and joint payment process to function properly.

### B

#### CCC-36 Information

This table provides a description of the information to be verified on CCC-36 and additional information necessary for data load.

**Note:** Item entries not described are self-explanatory.

CCC-36 Item No.	Information
3 through 7	<p>Verify that a check is entered next to the program selected for assignment.</p> <p><b>Note:</b> The selection for feed grains (barley, corn, sorghum, and oats) is made at the program level. The designation of only 1 feed grain crop, such as corn, in item 17 is not correct. Item 4 must be checked for this selection.</p>
8 through 17	<p>This information will not be data loaded in the assignment and joint payment file at this time because the system will only process payables for items 3 through 7. Selection for wheat, feed grain, cotton, or rice made on the same CCC-36 with another selection, such as conservation reserve, will require special handling. Information for the 1991 Wheat, Feed Grain, Cotton, and Rice Program will be recorded in the system; information for other programs will not.</p> <p>The total amount in item 19 will be entered during data load and the outstanding assignment balance must be manually controlled. The cumulative paid and outstanding balance on the assignment file will not be controlled automatically by the system for any payable applied to CCC-36 for liquidation that was not processed through production adjustment application. The cumulative paid amount must be adjusted through a correction process. See paragraph 72.</p>
18	Verify that the year is applicable to the program payment being assigned.

*Continued on the next page*

**38 Verification of CCC-36 Entries and Preparation for Data Load, *Continued****B***CCC-36  
Information,  
*Continued***

<b>CCC-36 Item No.</b>	<b>Information</b>
19	<p>Verify that a definite dollar amount is entered. Any other entry is incorrect.</p> <p>If CCC-36 is signed by more than 1 producer as joint assignors, verify to determine if each assignor is an active producer in the producer name and address file. Only active producers receiving program benefits are valid assignors.</p> <p>When an assignment is established in the computer, a dollar amount must be entered for each valid assignor.</p> <p>Joint assignors must be entered in the assignment file as though each assignor had filed an individual CCC-36. The system cannot process more than 1 name applicable to 1 amount. The assignee should provide a breakdown of the assignment amount shown in this item reflecting the amount applicable to each assignor (total of assignment amounts for all assignors must equal the original amount shown in this item). Data load the amount applicable to the individual assignor during data load. The system will control the correct assignment balance for each assignor.</p> <p><b>Exception:</b> When a breakdown of the assignment amount for each joint assignor cannot be obtained, the outstanding assignment balance must be manually controlled and should be handled as follows.</p> <ul style="list-style-type: none"> <li>• Enter the total assignment amount shown in this item for each assignor during data load.</li> </ul> <p><b>Example:</b> CCC-36 for John and Mary Brown for \$10,000 is on file. A breakdown of the amount to attribute to each cannot be obtained. Establish an assignment record for John Brown showing \$10,000 as the assignment amount and also establish an assignment record for Mary Brown showing \$10,000 as the assignment amount. The amount of the assignment will be doubled when recorded in the system.</p>

*Continued on the next page*

## 38 Verification of CCC-36 Entries and Preparation for Data Load, *Continued*

B

### CCC-36 Information, *Continued*

CCC-36 Item No.	Information
19, <i>Continued</i>	<ul style="list-style-type: none"> <li>When a program payment is processed for 1 of the producers (John Brown) and the amount is applied for liquidation to the applicable assignment record, the system will control the cumulative paid and outstanding balance for that assignor only. The cumulative paid and outstanding balance on the assignment record for the other assignor (Mary Brown) will not be controlled automatically by the system. The cumulative paid amount must be adjusted through the correction process. See paragraph 72.</li> </ul> <p><b>Note:</b> The outstanding balance for each joint assignor relative to the applicable assignment should be the same as the total outstanding assignment balance on the manual control record.</p> <p>See items 8 through 17 for additional information about the dollar amount when more than 1 program is selected for assignment.</p> <p>See item 21 for additional information about the dollar amount when more than 1 farm, but less than all farms, is designated on one CCC-36.</p>
20	Verify that "yes" is checked if the assignment covers the designated program payments on all farms administered in the county applicable to the assignor. All other conditions should be checked "no".
21	<p>Verify that a specific farm number is entered if "no" is checked in item 20.</p> <p>The system can only process assignments with all farms selected ("yes" in item 20) or a single farm selection (1 farm number entered in item 21).</p> <p>When more than 1 farm number, but less than all, has been entered in this item, it will be necessary to enter assignment data in the computer as though the assignor filed a separate CCC-36 for each farm. A definite dollar amount must be entered for each assignment recorded in the computer. The assignee should provide a breakdown of the assignment amount shown in item 19 into amounts applicable to each farm number designated on CCC-36 (total of assignment amounts for all farms must equal the original amount shown in this item). During data load, enter the assignment amount applicable to the individual farm. The system will control the assignment balance for each individual farm recorded.</p>

*Continued on the next page*

# 38 Verification of CCC-36 Entries and Preparation for Data Load, *Continued*

B

CCC-36  
Information,  
*Continued*

CCC-36 Item No.	Information
21, <i>Continued</i>	<p><b>Exception:</b> When a breakdown of the assignment amount for each farm cannot be obtained, the outstanding assignment balance must be manually controlled and should be handled as follows.</p> <ul style="list-style-type: none"> <li>• Enter the total assignment amount shown in item 19 for the assignor on each farm during data load.</li> </ul> <p><b>Example:</b> Assignment for John Brown for \$10,000 is on file. Farm numbers 15 and 16 are designated in this item (John Brown also has another farm, which is not designated). A breakdown of the amount to attribute to individual farms (15 and 16) cannot be obtained. Establish an assignment record for John Brown for each farm showing \$10,000 as the assignment amount on each farm. The amount of the assignment will be doubled when recorded in the system.</p> <ul style="list-style-type: none"> <li>• When a program payment is processed for the assignor on 1 farm (15) and the amount is applied for liquidation to the assignment record applicable to the assignor on farm 15, the system will control the cumulative paid and outstanding balance on that assignment record. The cumulative paid and outstanding balance on the assignment record for the other farm (16) will not be controlled automatically by the system. The cumulative paid amount must be adjusted through the correction process.</li> </ul> <p><b>Note:</b> The outstanding balance on the assignment record for each farm applicable to the assignment should be the same as the total outstanding assignment balance on the manual control record.</p>
22	Verify that the producer is valid (recorded as an active producer in the producer name and address file).

*Continued on the next page*

### 38 Verification of CCC-36 Entries and Preparation for Data Load, *Continued*

B

#### CCC-36 Information, *Continued*

CCC-36 Item No.	Information
23	Verify name and address of the assignee.
24	Verify that the 9-digit ABA number is entered when the assignee in item 23 is a financial institution.
25	<p>For an individual producer, verify that the signature is that of an individual.</p> <p>For a corporation, trust, estate, joint venture, partnership, etc., verify that the signature is that of a person authorized to sign for the entity.</p>
26	Verify that the assignee signed.
27	<p>Verify that the date entered is the date accepted in the County Office.</p> <p>If more than 1 assignment was accepted on the same day for the same producer, program, and farm, see paragraph 50 to determine priority.</p> <p><b>Note:</b> Assignments will be data loaded in the assignment and joint payment file in priority order according to the date accepted in the County Office.</p>

## 39 Verification of CCC-37 Entries and Preparation for Data Load

**A**

### Verify CCC-37 Entries and Prepare for Data Load

CCC-37's pertaining to payments generated by the Production Adjustment Program application should be reviewed to verify that all items to be data loaded into the assignment and joint payment file were completed correctly. The information recorded in the file must meet certain requirements for the assignment and joint payment process to function properly.

**B**

### CCC-37 Information

This table provides a description of the information to be verified on CCC-37 and additional information necessary for data load.

**Note:** Item entries not described are self-explanatory.

CCC-37 Item No.	Information
3 through 7	<p>Verify that a check is entered next to the program selected.</p> <p><b>Note:</b> The selection for feed grains (barley, corn, sorghum, and oats) is made at the program level. The designation of only 1 feed grain crop, such as corn, in item 17 is not correct. Item 4 must be checked for this selection.</p>
8 through 17	<p>This information will not be data loaded in the assignment and joint payment file at this time because the system will only process payables for items 3 through 7.</p> <p>Selection for wheat, feed grain, cotton, or rice made on the same CCC-37 with another selection, such as conservation reserve, may require special handling. The information pertaining to the 1991 Wheat, Feed Grain, Cotton, and Rice Program will be recorded in the system, but information pertaining to other programs will not be recorded.</p>
18	Verify that the year is applicable to the program payment being designated.
19	Verify that "yes" is checked if the joint payment authorization covers the designated program payments on all farms administered in the county applicable to the producer. Verify that "no" is checked for all other conditions.

*Continued on the next page*

### 39 Verification of CCC-37 Entries and Preparation for Data Load, *Continued*

B

#### CCC-37 Information, *Continued*

CCC-37 Item No.	Information
20	<p>Verify that a specific farm number is entered if "no" is checked in item 19.</p> <p><b>Notes:</b> The system can only process a joint payment authorization with all farms selected ("yes" in item 19) or a single farm selection (1 farm number entered in item 20).</p> <p>When more than 1 farm number, but less than all, has been entered in this item, it will be necessary to enter joint payment data into the computer as though the producer filed a separate CCC-37 for each farm.</p>
21	Verify that the producer is valid (recorded as an active producer in the producer name and address file).
22	Verify name and address of joint payee.
Part A	<p>If the producer signature is for:</p> <ul style="list-style-type: none"> <li>• an individual producer, verify that the signature is that of an individual</li> <li>• a corporation, trust, estate, joint venture, partnership, etc., verify that the signature is that of a person authorized to sign for the entity.</li> </ul> <p>Verify that the joint payee signed.</p>

40-49 (Reserved)

## Part 4 Automated Assignment Process

### 50 Overview

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#### A

##### Introduction

This part covers the procedures for establishing an assignment in the Automated Assignment and Joint Payment System. CCC-36 will be used for providing information required when data loading the assignment file.

---

#### B

##### What Is the Automated Assignment Process

An automated assignment process has been developed that allows the user to establish and maintain control of assignment records in the computer. Once a record has been established, the automated process will:

- validate whether a payable should be assigned
  - print CCC-184 made payable to the assignee
  - print CCC-184 for any remaining amount of the payable, after applicable assignments have been liquidated, to the producer or joint payee when CCC-37 is on file
  - provide for deletion, cancellation, and correction of an established record for assignment of payment
  - set applicable assigned payment or joint payee flag to "Y" in the producer name and address file.
- 

*Continued on the next page*

**50 Overview, Continued**

---

**C****General Information**

CCC-36's will be honored in the order filed when a producer files more than one CCC-36 on the same program payment.

---

**D****Filing Date**

The date and time assignment is filed in the County Office must be recorded on each CCC-36.

---

**E****CCC-36 Assigned Control Number**

Valid CCC-36's applicable to Production Adjustment Program payments must be data loaded in the Assignment and Joint Payment System. Each CCC-36 record will be assigned a sequential computer-generated control number. The control number will begin at number 1 for each producer. Record CCC-36's for each producer in the same order as filed to ensure that the correct control number is assigned.

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**F****Use of Control Number**

The control number will be used to determine priority for honoring CCC-36 when the producer files more than one CCC-36 on the same program payment on the same day.

---

**G****Assignment File**

The assignment file contains all individual CCC-36 records. Data loading CCC-36 establishes an assignment record. The record will be accessed during the payment process. CCC-184's will be printed automatically to assignees.

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*Continued on the next page*

## 50 Overview, Continued

H

### Verification for Data Loading CCC-36

This table contains actions that must be completed before data loading filed CCC-36's.

Step	Condition	Action
1	CCC-36 is received in the County Office.	Review CCC-36 to verify that: <ul style="list-style-type: none"> <li>• all data entries are complete</li> <li>• all required signatures are present (see paragraph 38).</li> </ul>
2	<b>IF CCC-36 is...</b>	<b>THEN...</b>
	not complete	return CCC-36 to the assignee.
	complete	accept CCC-36 and record the date and time filed on CCC-36.
3	Producer has more than one CCC-36 pending data load.	Arrange the producer's CCC-36's in date and time order.
4	Assignee must be entered in the other name and address maintenance file.	See paragraph 37.

## 51 Establishing the Assignment File

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*A*  
**Accessing  
 Accounting  
 Assignment/Joint  
 Payment Menu**

This table provides the instructions for accessing the Accounting Assignment/Joint Payment Menu AZA000.

Step	Action	Result
1	ENTER "3", "Application Processing", on the Primary Selection Menu FAX250.	Screen FAX09002, Office Selection Options, will be displayed.
2	Enter the appropriate county on Screen FAX09002.	Application Selection Menu FAX07001 will be displayed.
3	ENTER "1", "Accounting", on Menu FAX07001.	Accounting Main Menu AAA000 will be displayed.
4	ENTER "4", "Assignment/Joint Payment Function", on Menu AAA000.	Accounting Assignment/Joint Payment Menu AZA000 will be displayed.

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*Continued on the next page*

## 51 Establishing the Assignment File, *Continued*

B

### Establishing an Assignment

This table provides the instructions to establish an assignment in the Assignment and Joint Payment System.

**Note:** Information required to establish an assignment is recorded on CCC-36.

Step	Action	Result
1	Access Accounting Assignment/Joint Payment Menu AZA000 according to subparagraph A.	
2	ENTER "1", "Establish an Assignment/Joint Payment", on Menu AZA000.	Screen AZA10010, Establish, will be displayed.
3	On Screen AZA10010, if producer ID is available: <ul style="list-style-type: none"> <li>• enter producer ID number and type</li> <li>• ENTER "X" in applicable form block.</li> </ul>	Screen AZA10010 will be redisplayed for additional data entry. Go to step 5.
	On Screen AZA10010, if producer ID is <b>not</b> available: <ul style="list-style-type: none"> <li>• enter producer last name</li> <li>• ENTER "X" in applicable form block.</li> </ul>	Screen FAX270-01, Common Routine to Select ID Number, will be displayed. Go to step 4.

*Continued on the next page*

## 51 Establishing the Assignment File, *Continued*

B

### Establishing an Assignment, *Continued*

Step	Action	Result
4	<p>Enter number of selected producer.</p> <p><b>Note:</b> ENTER "N" if appropriate producer name is not displayed. When more than 8 selections are available, additional names will be displayed.</p>	<p>Screen AZA10010 will be redisplayed for additional data entry.</p> <p><b>Note:</b> A producer must be recorded in the name and address file as an active producer to be on the displayed list. If the producer is not on the list:</p> <ul style="list-style-type: none"> <li>• verify the producer's eligibility to receive payments</li> <li>• record the producer in the name and address file according to 1-CM.</li> </ul>
5	<p>Enter the additional information required on Screen AZA10010 as follows.</p> <ul style="list-style-type: none"> <li>• Enter assignee ID number in the "ID Number" field (same as ID number entered on CCC-36, item 23).</li> <li>• Enter assignee name when ID number is not available.</li> <li>• Enter ID type in the "ID Type" field ("T" for assignee with an assigned temporary ID number, "F" for all other assignee ID numbers).</li> </ul>	<p>Screen AZA10020, Establish, will be displayed.</p> <p>Producer name, ID, ID type, and form designation will be displayed.</p> <ul style="list-style-type: none"> <li>• Verify data.</li> <li>• Go to step 6.</li> </ul>

*Continued on the next page*

## 51 Establishing the Assignment File, *Continued*

*B*

### Establishing an Assignment, *Continued*

Step	Action	Result
6	<p>Enter the information required on Screen AZA10020 as follows.</p> <ul style="list-style-type: none"> <li>• ENTER "X" in the "All Crops" field when the producer checked "All Programs (Items 3-17)" or "All Crop Programs (Items 3-7)" on CCC-36, block A.</li> <li>• ENTER "X" in applicable crop field or fields as checked on CCC-36, items 3 through 7.</li> </ul> <p><b>Note:</b> Do not select both "All Crops" and individual crops at the same time.</p>	<p>Screen AZA10030, Establish, will be displayed. All information entered will be displayed.</p> <p>Go to step 7.</p>

*Continued on the next page*

# 51 Establishing the Assignment File, *Continued*

## *B* Establishing an Assignment, *Continued*

Step	Action	Result
7	<p>Enter the additional information required on Screen AZA10030. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter last 2 digits of applicable year (CCC-36, item 18) in the "Year" field.</li> <li>• Enter amount assigned (CCC-36, item 19) in the "Amount" field.</li> <li>• If CCC-36, item 20 is checked: <ul style="list-style-type: none"> <li>• yes, ENTER "All" in the "Reference Number" field</li> <li>• no, enter specific reference number (CCC-36, item 21) in the "Reference Number" field.</li> </ul> </li> <li>• Enter date assignment was accepted in the County Office in the "Date Filed" field.</li> <li>• PRESS "Enter" to continue.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If the date filed is 90 days or more before the current date, the message, "Verify Date Filed", will be displayed. Verify date and PRESS "Enter" to continue.</li> <li>• If the date filed is less than 90 days before the current date, the message, "Payments may have been issued", will be displayed. PRESS "Enter" to continue.</li> </ul>	<p>Screen AZA10040, Establish, will be displayed. All entered data will be displayed.</p> <p>Go to step 8.</p>

*Continued on the next page*

## 51 Establishing the Assignment File, *Continued*

B

### Establishing an Assignment, *Continued*

Step	Action	Result
8	<p>If all entries are:</p> <ul style="list-style-type: none"> <li>• not correct, PRESS "Cmd4" to return to previous screens for correction</li> <li>• correct, PRESS "Cmd5" to complete transaction.</li> </ul>	<p>The following messages will be displayed:</p> <ul style="list-style-type: none"> <li>• "Accounting Control is now processing data. Please wait."</li> <li>• "Accounting Control is through processing data. Thank you."</li> </ul> <p>Screen AZA85010 will be displayed with the message, "Record was added".</p> <p>The system-assigned control number for the assignment will be displayed.</p> <ul style="list-style-type: none"> <li>• Enter the control number on CCC-36 for future reference.</li> <li>• Go to step 9.</li> </ul>

*Continued on the next page*

## 51 Establishing the Assignment File, *Continued*

### *B* Establishing an Assignment, *Continued*

Step	Action	Result
9	<p>To return to Screen AZA10010, Establish, for selecting another producer or farm, PRESS "Cmd2", then follow steps 3 through 8.</p> <p>To exit, PRESS "Cmd7".</p> <p><b>Hint:</b> To get a printed report for each established record, PRESS "Cmd7" after each record is established, or wait until all records have been established and PRESS "Cmd7" to get a batch of printed reports.</p>	<p>Screen AZA85020 will be displayed.</p> <p>Go to step 10.</p> <p><b>Note:</b> A report will be printed of the records added when "Cmd7" is pressed. The report cannot be printed at any other time.</p>
10	<p>Enter the printer ID to print the Assignment/Joint Payment Status Report and PRESS "Enter".</p>	<p>The report will be printed. Screen AZA85020 will be displayed.</p> <p>Go to step 11.</p>
11	<p>Examine the printed report, enter the applicable response, and PRESS "Enter".</p>	<p>Depending upon the response entered, either the report will be reprinted or Menu AZA000 will be redisplayed.</p> <p>Attach the report to CCC-36.</p>

*Continued on the next page*

**51 Establishing the Assignment File, *Continued***

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*C***CCC-36 Partially  
Liquidated Before  
Data Load**

The outstanding assignment balance must be corrected to reflect any amounts applied to CCC-36 before the assignment file is established. Correct as follows:

- total all entries on CCC-36, item 28, that were recorded before establishing CCC-36 in the assignment file
  - adjust the accumulative paid amount in the assignment record by using the correction process in paragraph 72 to record the total amount applied to CCC-36 for liquidation as determined above.
- 

**52-70 (Reserved)**



## Part 5 Correct, Delete, and Cancel Assignment Process

### 71 Overview

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#### A Introduction

The automated Assignment and Joint Payment System provides a process for correcting, deleting, and canceling CCC-36's recorded in the assignment and joint payment file.

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## 72 Correction Process

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A

### Correct CCC-36

The correction process allows the user to correct entries recorded for CCC-36 in the automated assignment and joint payment file.

- Errors in data discovered after CCC-36 has been established will be corrected using the correction process.
- Manual payments made payable to an assignee that are applicable to CCC-36 recorded in the assignment and joint payment file will be applied to the recorded CCC-36 by using the correction process.
- Payments made to an assignee from payables generated through program applications, other than production adjustment, will be recorded through the correction process if applied to CCC-36 established in the assignment and joint payment file. This will be necessary until the applicable program applications have been phased into the Assignment and Joint Payment System.
- A reduction in CCC-36 amount because of a written request by the assignee will be recorded using the correction process.
- CCC-184 generated by a production adjustment application that was applied to an established assignment record for liquidation and is canceled will require a correction to be made in the assignment file. The cumulative paid amount on the applicable assignment record must be reduced through the use of the correction process to reflect the canceled CCC-184.

**Note:** Reducing CCC-36 amount below the total amount of payments applied to CCC-36 will not be allowed.

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*Continued on the next page*

## 72 Correction Process, *Continued*

B

### How to Correct Assignment Record

This table provides instructions to correct an established assignment record.

Step	Action	Result
1	Access Accounting Assignment/Joint Payment Menu AZA000 according to paragraph 51.	
2	ENTER "2", "Correct an Assignment", on Menu AZA000.	Screen AZA20010, Correct, will be displayed.
3	Enter the producer ID number and type or last name in the appropriate fields.	Screen AZA20020, Correct, will be displayed. All CCC-36's applicable to the selected producer will be displayed.
4	Enter sequence number of CCC-36.  <b>Note:</b> The CCC-36 number is the control number assigned by the system when CCC-36 was established in the assignment and joint payment file.	Screen AZA20030, Correct, will be displayed. Program data applicable to the assignment will be displayed.
5	Enter information required on the screen as follows.  <ul style="list-style-type: none"> <li>To select a program, ENTER "X" by the selection.</li> <li>To remove a previous selection, "Field Exit" the applicable program field.</li> </ul> PRESS "Enter" to continue.	Screen AZA20040, Correct, will be displayed.

*Continued on the next page*

## 72 Correction Process, *Continued*

B

### How to Correct Assignment Record, *Continued*

Step	Action	Result
6	<p>Enter correct information on Screen AZA20040 for fields displaying <b>incorrect</b> data as follows.</p> <ul style="list-style-type: none"> <li>• Enter year applicable to CCC-36.</li> <li>• Enter the correct CCC-36 amount. The amount cannot be less than the total of all payment amounts applied to CCC-36.</li> <li>• Increase the "Cumulative Paid" field to record payments made to the assignee either manually or generated through program applications other than production adjustment.</li> <li>• Decrease the "Cumulative Paid" field to record a canceled check made payable to the assignee that was previously recorded on the assignment file.</li> <li>• Enter the correct filing date as recorded on CCC-36.</li> <li>• Enter data applicable to the assignee.</li> <li>• PRESS "Enter" to continue.</li> </ul>	<p>One of the following screens will be displayed.</p> <ul style="list-style-type: none"> <li>• Screen AZA20040, Correct, validations relating to changed fields will be displayed. PRESS "Enter" to display Screen AZA20050.</li> <li>• Screen AZA20050, with the message, "Press Cmd5 to correct/change record", will be displayed.</li> </ul>

*Continued on the next page*

**72 Correction Process, Continued***B***How to Correct  
Assignment  
Record,  
Continued**

Step	Action	Result
7	<p>If displayed data is:</p> <ul style="list-style-type: none"> <li>not correct, PRESS "Cmd4" to return to the previous screen to correct data</li> <li>correct, PRESS "Cmd5" to correct or change the record.</li> </ul>	<p>The assignment file will be updated.</p> <p>Screen AZA85010 will be displayed with the message, "Record was Changed".</p>
8	PRESS "Cmd2" to return to producer selection.	<p>Screen AZA20010 will be displayed to enter another producer.</p> <p>Repeat steps 3 through 7.</p>
	PRESS "Cmd7" to end.	<p>Screen AZA85020 will be displayed.</p> <p>Go to step 9.</p>
9	Enter printer ID to print Assignment/Joint Payment Status Report.	<p>The report (AZA850-R001) will print. The type of action will be indicated on each report.</p> <p>Screen AZA85020 will be redisplayed.</p> <p>Go to step 10.</p>
10	Examine the printed report for print quality and enter the applicable response.	<p>Depending upon the response, either the report will be reprinted or Menu AZA000 will be redisplayed.</p> <p>Attach printed report to CCC-36</p>

## 73 Delete or Cancel Process

*A*

### When Can Delete or Cancel Process Be Used

CCC-36 can be deleted or canceled only when all of the following conditions are met:

- written request is filed in the County Office
- request is signed by the assignee
- request identifies assignment that is no longer effective.

*B*

### Application of Delete or Cancel Process

The delete or cancel process will allow the deletion or cancellation of CCC-36 as indicated in the following table.

IF a payment...	THEN CCC-36 will be...
has been applied for liquidation of CCC-36 amount	canceled. The canceled CCC-36 will count toward the number of assignments allowed.
has <b>not</b> been applied for liquidation of CCC-36 amount	deleted. The deleted CCC-36 will <b>not</b> count toward the number of assignments allowed.

**Note:** A purge process is being developed. Canceled and liquidated CCC-36's will be purged from the assignment file periodically.

*Continued on the next page*

**73 Delete or Cancel Process, Continued**

C

**Procedure to  
Delete or Cancel  
CCC-36**

This table provides instructions to delete or cancel CCC-36.

Step	Action	Result
1	Access Accounting Assignment/Joint Payment Menu AZA000 according to paragraph 51.	
2	ENTER "3", "Delete/Cancel an Assignment/Joint Payment" on Menu AZA000.	Screen AZA30010, Delete/Cancel, will be displayed.
3	Enter producer ID number and type or last name in the appropriate fields.	Screen AZA30020, Delete/Cancel, will be displayed.
4	<p>Enter the sequence number of CCC-36 for deletion or cancellation. PRESS "Field Exit".</p> <p><b>Note:</b> The CCC-36 number is the control number assigned by the system when the assignment was established in the assignment and joint payment file preceded by the letter "A".</p>	<p>Screen AZA30030, Delete/Cancel, will be displayed with the message, "PRESS Cmd5 to Delete Assignment".</p> <p>Information recorded in the assignment and joint payment file will be displayed.</p> <p>Go to step 5.</p>

*Continued on the next page*

73 Delete or Cancel Process, *Continued*

C  
 Procedure to  
 Delete or Cancel  
 CCC-36,  
*Continued*

Step	Action		Result
5	<b>IF CCC-36 displayed...</b>	<b>THEN...</b>	
	is not the requested CCC-36	PRESS "Cmd4".	Screen AZA30020 will be redisplayed to enter new selection.
		PRESS "Cmd7".	The process will end.  The assignment file will not be updated.  The system will return to Screen AZA000.
	is the requested CCC-36	PRESS "Cmd5".	Selected CCC-36 will be deleted or canceled, as applicable.  The assignment file will be updated.  Screen AZA85010 will be displayed with the message, "Record was Deleted".
6	PRESS "Cmd2" to return to producer selection.		Screen AZA30010 will be displayed to enter another producer.  Repeat steps 3 through 5.
	PRESS "Cmd7" to end.		Screen AZA85020 will be displayed.  Go to step 7.
7	Enter printer ID to print Assignment/Joint Payment Status Report.		The report (AZA850-R001) will print. The type of action will be indicated on each report.  Screen AZA85020 will be redisplayed.  Go to step 8.
8	Examine the printed report for print quality and enter the applicable response.  <b>Note:</b> If a payment has already been applied to CCC-36, the system <b>will not</b> delete, it will cancel the CCC-36 only.		Depending upon the response, either the report will be reprinted or Menu AZA000 will be redisplayed.  Attach printed report to CCC-36.

74-80 (Reserved)

## Part 6 Automated Joint Payment Process

### 81 Overview

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#### A Introduction

An automated joint payment process has been developed that:

- allows the establishment of a joint payment record for each joint payment authorization recorded
  - prints CCC-184's made payable to the producer and joint payee
  - provides for deletion of a recorded joint payment authorization.
- 

#### B General Information

Each valid CCC-37 filed in the County Office by an eligible producer applicable to payments generated by the production adjustment application must be data loaded into the Assignment and Joint Payment System.

Data loading CCC-37 establishes a joint payment authorization record. This record will be accessed by the payment process. CCC-184's will be printed for applicable joint payees automatically.

---

#### C CCC-37 Assigned Control Number

Valid CCC-37's applicable to Production Adjustment Program payments must be data loaded in the Assignment and Joint Payment System. A computer-generated control number will be assigned in sequential order to each CCC-37 recorded by the producer. Record CCC-37's in the same order as filed to ensure that the correct control number is assigned.

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*Continued on the next page*

## 81 Overview, *Continued*

*D*

### Verification for Data Loading CCC-37

This table contains actions that must be completed before data loading filed CCC-37's.

Step	Condition	Action
1	CCC-37 must be filed in the County Office.	Review CCC-37 to verify that: <ul style="list-style-type: none"> <li>• producer is an active producer</li> <li>• all data entries are complete</li> <li>• required signatures are present.</li> </ul>
2	<b>IF CCC-37 is...</b>	<b>THEN...</b>
	not complete	return CCC-37 to the joint payee.
	complete	accept CCC-37 and record the date and time filed on CCC-37.

## 82 Establishing the Joint Payee File

A

### Establishing a Joint Payee

This table provides the instructions to establish a joint payee in the Assignment and Joint Payment System.

**Note:** Information required to establish a joint payee is recorded on CCC-37.

Step	Action	Result
1	Access Accounting Assignment/Joint Payment Menu AZA000 according to paragraph 51.	
2	ENTER "1", "Establish an Assignment/Joint Payment", on Menu AZA000.	Screen AZA10010, Establish, will be displayed.
3	On Screen AZA10010, if producer ID is available: <ul style="list-style-type: none"> <li>enter producer ID and type</li> <li>ENTER "X" in applicable form block.</li> </ul>	Screen AZA10010 will be redisplayed for additional data entry. Go to step 5.
	On Screen AZA10010, if producer ID is <b>not</b> available: <ul style="list-style-type: none"> <li>enter producer last name</li> <li>ENTER "X" in applicable form block.</li> </ul>	Screen FAX270-01, Common Routine to Select ID Number, will be displayed. Go to step 4.
4	Enter number of selected producer.  <b>Note:</b> ENTER "N" if appropriate producer name is not displayed. When more than 8 selections are available, additional names will be displayed.	Screen AZA10010 will be redisplayed for additional data entry.  <b>Note:</b> A producer must be recorded in the name and address file as an active producer to be on the displayed list. If the producer is not on the list: <ul style="list-style-type: none"> <li>verify producer's eligibility to receive payments</li> <li>record the producer in the name and address file according to 1-CM.</li> </ul>

*Continued on the next page*

# 82 Establishing the Joint Payee File, *Continued*

## A Establishing a Joint Payee, *Continued*

Step	Action	Result
5	On Screen AZA10010, enter name of joint payee (same as on CCC-37, item 22).	<p>Screen AZA10020, Establish, will be displayed.</p> <p>Producer name, ID, ID type, and form designation will be displayed.</p> <ul style="list-style-type: none"> <li>• Verify data.</li> <li>• Go to step 6.</li> </ul>
6	<p>Enter information required on Screen AZA10020 as follows.</p> <ul style="list-style-type: none"> <li>• ENTER "X" in "All Crops" field when the producer checked "All Programs (Items 3-17)" or "All Crop Programs (Items 3-7)" on CCC-37, block A.</li> <li>• ENTER "X" in applicable crop field or fields as checked on CCC-37, items 3 through 7.</li> </ul> <p><b>Note:</b> Do not select both "All Crops" and individual crops at the same time.</p>	<p>Screen AZA10030, Establish, will be displayed. All information entered will be displayed.</p> <p>Go to step 7.</p>

*Continued on the next page*

## 82 Establishing the Joint Payee File, *Continued*

A

### Establishing a Joint Payee, *Continued*

Step	Action	Result
7	<p>Enter additional information required on Screen AZA10030. Include the following information.</p> <ul style="list-style-type: none"> <li>• Enter last 2 digits of applicable year (CCC-37, item 18) in the "Year" field.</li> <li>• If CCC-37, item 19 is checked: <ul style="list-style-type: none"> <li>• yes, ENTER "All" in the "Reference Number" field</li> <li>• no, enter specific reference number (CCC-37, item 20) in the "Reference Number" field.</li> </ul> </li> <li>• Enter date joint payment authorization was accepted in the County Office in the "Date Filed" field.</li> <li>• PRESS "Enter" to continue.</li> </ul>	<p>Screen AZA10040, Establish, will be displayed. All entered data will be displayed.</p> <p>The message, "Press Cmd5 to add record", will be displayed.</p> <p>Go to step 8.</p>

*Continued on the next page*

**82 Establishing the Joint Payee File, Continued***A***Establishing a  
Joint Payee,  
Continued**

Step	Action	Result
8	<p>If all entries are:</p> <ul style="list-style-type: none"> <li>not correct, PRESS "Cmd4" to return to previous screens for correction</li> <li>correct, PRESS "Cmd5" to complete transaction.</li> </ul>	<p>The following messages will be displayed:</p> <ul style="list-style-type: none"> <li>"Accounting Control is now processing data. Please wait."</li> <li>"Accounting Control is through processing data. Thank you."</li> </ul> <p>Screen AZA85010 will be displayed with the message, "Record was added".</p> <p>The system-assigned control number for the joint payment authorization will be displayed.</p> <ul style="list-style-type: none"> <li>Enter the control number on CCC-37 for future reference.</li> <li>Go to step 9.</li> </ul>

*Continued on the next page*

## 82 Establishing the Joint Payee File, *Continued*

### A Establishing a Joint Payee, *Continued*

Step	Action	Result
9	<p>To return to Screen AZA10010, Establish, for selecting another producer or farm, PRESS "Cmd2", then follow steps 3 through 8.</p> <p>To exit, PRESS "Cmd7".</p> <p><b>Hint:</b> To get a printed report for each established record, PRESS "Cmd7" after each record is established, or wait until all records have been established and PRESS "Cmd7" to get a batch of printed reports.</p>	<p>Screen AZA85020 will be displayed.</p> <p>Go to step 10.</p> <p><b>Note:</b> A report will be printed of the records added when "Cmd7" is pressed. The report cannot be printed at any other time.</p>
10	Enter printer ID to print the Assignment/Joint Payment Status Report and PRESS "Enter".	<p>The report will print. Screen AZA85020 will be displayed.</p> <p>Go to step 11.</p>
11	Examine the printed report, enter the applicable response, and PRESS "Enter".	<p>Depending upon the response entered, either the report will be reprinted or Menu AZA000 will be redisplayed.</p> <p>Attach the report to CCC-37.</p>

## 83 Delete CCC-37

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*A*

### Delete Process for CCC-37

The automated Assignment and Joint Payment System provides a process for deleting CCC-37 recorded in the assignment and joint payment file.

**Note:** The correction and cancellation process is not applicable to CCC-37.

---

*B*

### When Can the Delete Process Be Used

The delete process will allow the deletion of a recorded CCC-37. CCC-37 can be deleted for the following reasons:

- an error was made when CCC-37 was data loaded and incorrect information was recorded in the assignment and joint payment file

**Note:** Deleting CCC-37 will remove all information recorded in the file. Information recorded on CCC-37 must be re-entered to establish the file.

- request to revoke CCC-37 is:
    - signed by the producer and designated joint payee
    - filed in the County Office.
- 

*Continued on the next page*

**83 Delete CCC-37, Continued**

**C**  
**Procedure to** This table provides the instructions for deleting a recorded CCC-37.  
**Delete CCC-37**

Step	Action	Result
1	Access Accounting Assignment/Joint Payment Menu AZA000 according to paragraph 51.	
2	ENTER "3", "Delete/Cancel an Assignment/Joint Payment", on Menu AZA000.	Screen AZA30010, Delete/Cancel, will be displayed.
3	Enter producer ID number and type or last name in the appropriate fields.	Screen AZA30020, Delete/Cancel, will be displayed.
4	Enter the sequence number of CCC-37 for deletion.  <b>Note:</b> The CCC-37 number is the control number assigned by the system when the joint payee was established in the assignment and joint payment file preceded by the letter "J".	Screen AZA30030, Delete/Cancel, will be displayed.  Information recorded in the assignment and joint payment file will be displayed.  Go to step 5.

*Continued on the next page*

83 Delete CCC-37, *Continued*

C

Procedure to  
Delete CCC-37,  
*Continued*

Step	Action		Result
5	IF CCC-37 displayed...	THEN...	
	is not the requested CCC-37	PRESS "Cmd4".	Screen AZA30020 will be redisplayed to enter new selection (sequence number).  Go to step 4.
		PRESS "Cmd7".	The process will end.  Assignment and joint payment file will not be updated.  The system will return to Screen AZA000.
	is the requested CCC-37	PRESS "Cmd5".	Selected CCC-37 will be deleted.  Assignment and joint payment file will be updated.  The following messages will be displayed: <ul style="list-style-type: none"> <li>• "Accounting Control is now processing data. Please wait."</li> <li>• "Accounting Control is through processing data. Thank you."</li> </ul> Screen AZA85010 will be displayed with the message, "Record was Deleted".  Go to step 6.

**83 Delete CCC-37, Continued**

**C**  
**Procedure to**  
**Delete CCC-37,**  
*Continued*

Step	Action	Result
6	On Screen AZA85010, PRESS "Cmd2" to return to producer selection.	Screen AZA30010 will be displayed.  Select the same producer as displayed or enter a new ID to select a new producer.  Follow steps 3 through 5.
	On Screen AZA85010, PRESS "Cmd7" to print the Assignment/Joint Payment Status Report.	Screen AZA85020 will be displayed. The delete process will end.  Go to step 8.
7	Enter the printer ID to print the Assignment/Joint Payment Status Report and PRESS "Enter".	The report (AZA850-R001) will be printed. The type of action will be indicated on each report.  Screen AZA85020 will be displayed.
8	Examine the report for print quality, select applicable response on Screen AZA85020, and PRESS "Enter".	Depending on the response, either the report will be reprinted or Menu AZA000 will be redisplayed.  Attach printed report to CCC-37.

**84-94 (Reserved)**



## Part 7 Reports

### 95 Overview

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#### *A* Introduction

This part provides information on maintaining the Assignment/Joint Payment Status Report.

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## 96 Assignment/Joint Payment Status Report

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### **A** **Introduction**

An Assignment/Joint Payment Status Report will be generated when information on CCC-36 or CCC-37 is established, corrected, deleted, or canceled in the assignment and joint payment file. The report ID is AZA850-R001. A status report will also be printed each time a payment amount is applied to CCC-36 for liquidation. The report ID is AZA910-R001.

---

### **B** **Maintain Report**

Maintain the Assignment/Joint Payment Status Report as follows:

- verify information by comparing with applicable CCC-36 or CCC-37
  - initial and date the report in the right hand corner when verified
  - attach the report to the applicable CCC-36 or CCC-37 and keep it in the assignment file or joint payment authorization file.
-

## Reports, Forms, Abbreviations, and Redelegations of Authority

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**Reports** None

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**Forms** This table lists all forms referenced in this handbook.

Number and Date	Title	Unit of Issue	Principal Reference
CCC-6 (07-10-87)	CCC Commodity Certificate	Con 2	1
CCC-36 (01-09-91)	Assignment of Payment	Set 3	Text, Ex. 8
CCC-37 (04-10-91)	Joint Payment Authorization	Set 3	Text, Ex. 10
CCC-38 (04-10-91)	Overview of CCC and ASCS Payment Options	Sheet	16-18, Ex. 7
CCC-184 (County) (11-15-88)	CCC Check	Set 2	Text

---

**Abbreviations  
Not Listed in  
1-CM SCOAP**

The following abbreviations are not listed in 1-CM SCOAP.

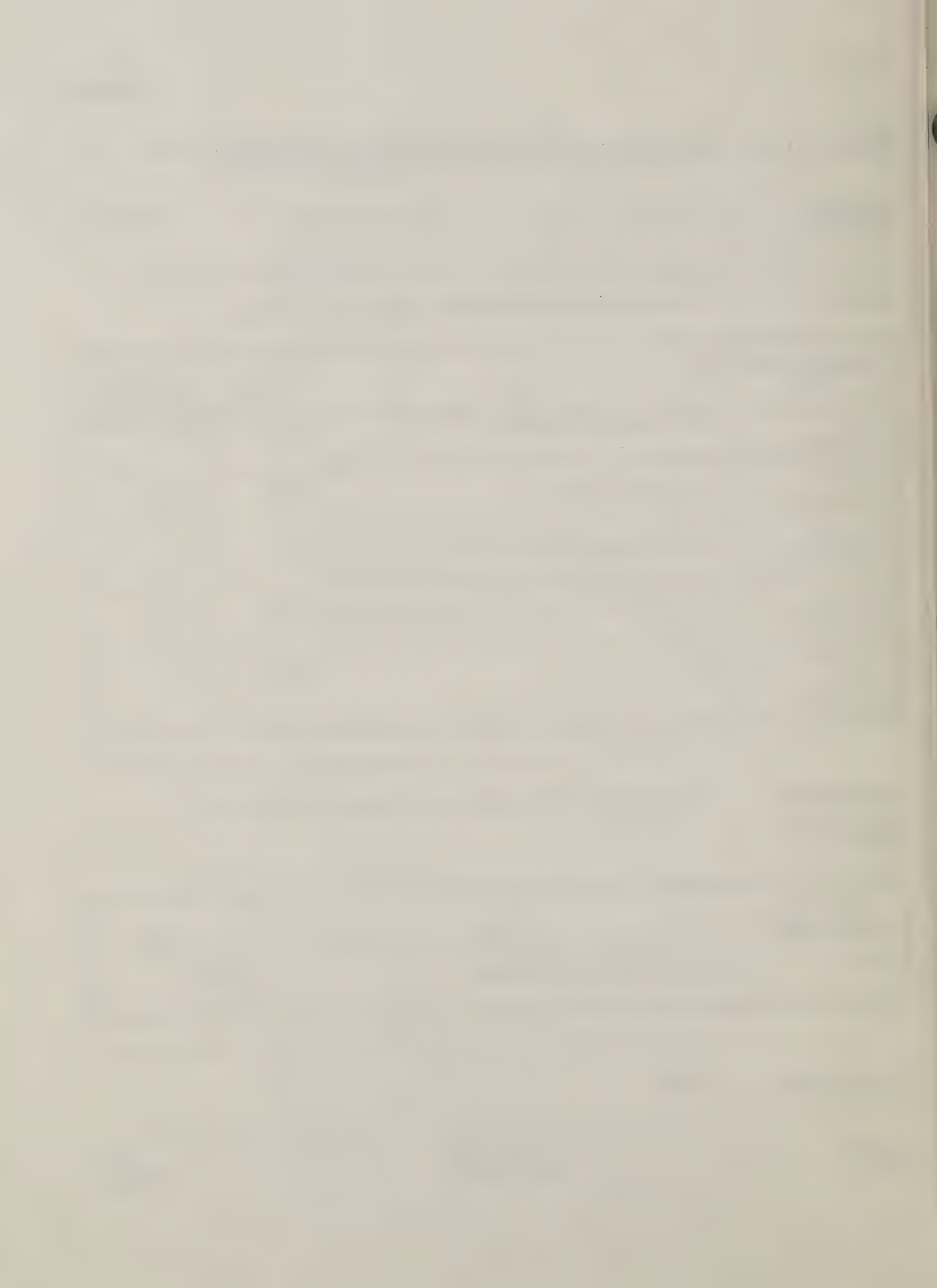
Approved Abbreviation	Term	Use
ABA	American Bankers Association	36-38, Ex. 8

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**Re delegations  
of Authority**

None

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## Definitions of Terms Used in This Handbook

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### **Assignee**

An assignee is any person or entity to whom the assignment of a payment is made.

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### **Assignor**

An assignor is any person (the producer) who is eligible to receive a payment who assigns the payment to another party.

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### **Assignment**

An assignment is the transfer of the right to receive cash payment from a producer (assignor) who is participating in ASCS or CCC farm programs to an assignee.

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### **Joint Payment Authorization**

A joint payment authorization is a request to make payment to joint payees.

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### **Joint Payee**

A joint payee is a person or entity to whom a payment is made jointly with the producer.

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## Menu and Screen Index

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The following menus and screens are referenced in this handbook.

Menu or Screen	Title	Principal Reference
AAA000	Accounting Main Menu	51
AZA000	Accounting Assignment/Joint Payment Menu	51, 72, 73, 82, 83
AZA10010	Establish: Assignment/Joint Payment Screen	51, 82
AZA10020	Establish	51, 82
AZA10030	Establish	51, 82
AZA10040	Establish	51, 82
AZA20010	Correct	72
AZA20020	Correct	72
AZA20030	Correct	72
AZA20040	Correct	72
AZA20050	Correct	72
AZA30010	Delete/Cancel	73, 83
AZA30020	Delete/Cancel	73, 83
AZA30030	Delete/Cancel	73, 83
AZA85010	Establish/Delete/Cancel	51, 72, 73, 82, 83
AZA85020	Print	51, 72, 73, 82, 83

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*Continued on the next page*

**Menu and Screen Index, Continued**

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<b>Menu or Screen</b>	<b>Title</b>	<b>Principal Reference</b>
FAX250	Primary Selection Menu	37, 51
FAX270-01	Common Routine to Select ID Number	51, 82
FAX07001	Application Selection Menu	37, 51
FAX09002	Office Selection Options	37, 51
MA0000	Common Management Provisions	37
MAC010-01	Selection	36, 37
MAC013-02	Add	37

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## CCC-38, Overview of CCC and ASCS Payment Options

CCC-38  
(04-10-91)

U.S. Department of Agriculture  
Commodity Credit Corporation

### Overview of CCC and ASCS Payment Options

#### Introduction

As a recipient of a Commodity Credit Corporation (CCC) or Agricultural Stabilization and Conservation Service (ASCS) payment, there are 3 options available to you on how that payment can be made. These payment options are as follows.

- Option 1: **Producer Payment.** The payment is made directly to you as the payee.
- Option 2: **Joint Payment.** The payment is made to joint payees as authorized by you.
- Option 3: **Assigned Payment.** The payment is made to an assignee as authorized by you.

#### Option 1: Producer Payment

*What is a producer payment?* A producer payment is made when the CCC check is made payable to the producer earning the payment.

*How do I request a producer payment?* No special request is required to receive your CCC check in this manner. The producer payment option will always be used unless the producer requests another payment option in writing.

*How will I receive my check?* The CCC check is mailed to the producer at the address on file in the issuing County ASCS Office's records.

#### Option 2: Joint Payment

*What is a joint payment?* A joint payment is made when the CCC check is made payable to joint payees at the request of the producer. The joint payee option is available for the convenience of the producer or an interested third party.

*How do I request a joint payment?* If the producer wishes to have payments made to joint payees, form CCC-37, Joint Payment Authorization, must be completed and signed by the producer and the joint payee. This action instructs the County ASCS Office receiving the CCC-37 to make selected payments payable to the joint payees requested. Form CCC-37 is available from your County ASCS Office.

*Continued on the next page*

## CCC-38, Overview of CCC and ASCS Payment Options, *Continued*

### Overview of CCC And ASCS Payment Options, *Continued*

**Option 2:  
Joint Payment,  
Continued**

*What are the endorsement requirements of the CCC check when it is a joint payment?* If a joint payment is requested by the producer, the CCC check is made payable to both the producer and the joint payee. It must be endorsed by **both** parties.

*Where is the CCC check mailed?* If a joint payment is requested, the CCC check and check statement are mailed to the producer's address on file in the County ASCS Office.

*How do I terminate or withdraw a joint payment option?* The producer can withdraw this joint payment request in writing at any time, with the concurrence of the joint payee.

**Option 3:  
Assigned  
Payment**

*What is an assigned payment?* An assignment is an agreement to allow a party to a contract to transfer the person's rights under the contract to another person. CCC and ASCS will allow a producer to assign the producer's right to receive a selected payment to another party, normally a financial institution. This third party is called an assignee.

*How do I request an assigned payment?* If the producer wishes to have payments made to an assignee, form CCC-36, Assignment of Payment, must be completed and signed by the producer and the assignee. This action instructs the County ASCS Office receiving the CCC-36 to make payments up to a specified amount payable to the assignee. Form CCC-36 is available from your County ASCS Office.

*What are the endorsement requirements of the CCC check when it is an assigned payment?* If payments are assigned, the CCC check is made payable to the assignee only, and only needs to be endorsed by the assignee.

*Where is the CCC check mailed?* If an assigned payment is requested, the CCC check is mailed to the assignee's address on file. The check statement is mailed to the producer's address on file.

*How do I terminate or withdraw an assigned payment option?* The assignee can terminate the assignment by contacting, in writing, the County ASCS Office where the CCC-36 is filed.

**Contact for  
Questions**

Contact your local County ASCS Office if you have questions or if additional information is required.

**CCC-36, Assignment of Payment**

## CCC-36, Assignment of Payment, *Continued*

CCC-36 should be completed according to this table.

Circled Number	Action
1	<p>Check the program or programs for which the assignment is applicable. If a producer assigns a payment to 1 assignee, one CCC-36 may be accepted for:</p> <ul style="list-style-type: none"> <li>• all programs</li> <li>• all crop programs</li> <li>• 1 or more applicable programs in items 3 through 16</li> <li>• an individual program that is not listed in items 3 through 16. Specify program payment in item 17.</li> </ul>
2	Enter program, marketing, or contract year.
3	Amount assigned shall be for a definite sum. If more than 1 program payment is assigned, enter the total of applicable payments, not to exceed the amount owed or to be owed the assignee.
4	Specify if the assignment applies to all farms in the county.
5	<p>Enter the producer's farm number, control number, or "All".</p> <ul style="list-style-type: none"> <li>• The control number is the applicable number for a program, such as a contract number or operation number.</li> <li>• ENTER "N/A" for LFP.</li> </ul>
6	Enter the producer's name and address.
7	Enter the lender's name and address, and the bank's ABA number, if applicable.
8	Producer or authorized agent shall sign and date.
9	Lender shall sign and date. Enter the title of the person who is acting in a representative capacity for the lender.
10	<p>The remarks section may be used to:</p> <ul style="list-style-type: none"> <li>• list all farms applicable for the producer</li> <li>• enter the amount for each program</li> <li>• enter any other applicable information.</li> </ul>
11	County Office shall enter the date CCC-36 is received.
12	County Office shall record payments made to assignee under this agreement after items 29 and 30 have been paid or are zero.
13	County Office shall enter amount of CCC or ASCS debt owed as of the date the program payment is made.
14	County Office shall enter amount of debt owed other Government Agencies as of the filing date.

CCC-36, Assignment of Payment, Continued

CCC-36 (01-09-91)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		Form Approved - OMB No. 0660-0004	
<b>ASSIGNMENT OF PAYMENT</b>				1. STATE <b>COLORADO</b>	
				2. COUNTY <b>YUMA</b>	
A. APPLICABLE PROGRAM(S) (Check)					
ALL PROGRAMS ITEMS 3-17		ALL CROP PROGRAMS ITEMS 3-7		(1)	
3. WHEAT	<input checked="" type="checkbox"/>	7. RICE	<input type="checkbox"/>	11. CONSERVATION RESERVE	<input checked="" type="checkbox"/>
4. FEED GRAINS	<input checked="" type="checkbox"/>	8. AGRICULTURAL CONSERVATION	<input type="checkbox"/>	12. SHORN WOOL	<input type="checkbox"/>
5. UPLAND COTTON	<input type="checkbox"/>	9. EMERGENCY CONSERVATION	<input type="checkbox"/>	13. UNSHORN LAMBS	<input type="checkbox"/>
6. ELS COTTON	<input type="checkbox"/>	10. FORESTRY INCENTIVE	<input type="checkbox"/>	14. MOHAIR	<input type="checkbox"/>
				15. LIVESTOCK FEED	<input checked="" type="checkbox"/>
				16. DAIRY TERMINATION	<input type="checkbox"/>
				17. OTHER (Specify)	<input type="checkbox"/>
				18. PROGRAM, MARKETING OR CONTRACT YEAR <b>1991</b> (2)	
				19. AMOUNT ASSIGNED <b>\$10,000.00</b> (3)	
				20. ALL FARMS IN COUNTY YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (4)	
				21. FARM/CONTROL NUMBER <b>All</b> (5)	
22. NAME & ADDRESS OF PRODUCER (Assignor)			23. NAME & ADDRESS OF ASSIGNEE		
Rocky Road 123 Colorado Road 35 Happytown, CO 80758 (6)			Farmers Bank (7)		
			Box 1 Happytown, CO 80758		
			24. BANK ABA NUMBER <b>123456789</b> (7)		
<b>Representations of Assignor and Assignee</b>					
In order to assign a cash payment made in accordance with the programs specified by the assignor in Items 3 through 17, this form must be completed by both the assignor and the assignee. The assignment is applicable only to payments issued by the County ASC Committee specified in Item 2. This assignment is subject to the terms stated in this form and the provisions of 7 CFR Part 1404.					
The assignor assigns to the assignee payments due or to become due the assignor as specified above. The assignee agrees to repay promptly to the Federal Government any amount by which the assigned payment exceeds the amount specified in Item 19.					
The assignor and the assignee agree that they will promptly notify the county ASCS office of any change affecting this assignment.					
25. PRODUCER SIGN HERE →		Rocky Road (8)		DATE <b>3-28-91</b>	
26. ASSIGNEE SIGN HERE →		Farmers Bank Joe Boss, President (9)		DATE <b>3-28-91</b>	
REMARKS					
WHT/FG		\$ 7,000.00 (10)			
CRP Annual		\$3,000.00			
		\$10,000.00			
<b>B. FOR COUNTY OFFICE USE ONLY</b>					
27. DATE FILED <b>3-29-91</b> (11)		28. RECORD OF PAYMENT TO ASSIGNEE (12)			
29. CCC OR ASCS DEBT OWED \$ <b>750.00</b> (13)		AMOUNT	DATE	AMOUNT	DATE
		\$ <b>4,100.00</b>	<b>5-1-91</b>	\$	
30. OTHER U.S. DEBT OWED \$ (14)		AMOUNT	DATE	AMOUNT	DATE
		\$ <b>610.00</b>	<b>5-1-91</b>	\$	
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or handicap. (See reverse for Privacy Statement)					
COUNTY ASC COMMITTEE					



## Farm Program Fact Sheet, Assigning ASCS and CCC Program Payments



### FARM PROGRAM FACT SHEET

### Assigning ASCS and CCC Program Payments

United States Department of Agriculture • Agricultural Stabilization and Conservation Service  
• Commodity Credit Corporation

February 1991

#### PAYMENTS MADE DIRECTLY TO ASSIGNEE

Producing a crop for market or completing a conservation practice can take a long time. Farmers may not always have the ready cash to pay for goods and services while the crop is being grown or the practice is being completed. At the same time, a farmer may have money coming from one or more farm programs administered by the Agricultural Stabilization and Conservation Service (ASCS).

Under ASCS and Commodity Credit Corporation (CCC) programs, farmers may arrange to have all or part of their cash payments made directly to other parties. Such an arrangement is called an Assignment of Payment. The form necessary for executing an assignment is available at the county ASCS office.

#### ELIGIBLE PROGRAMS

Payments may be assigned for all ASCS and CCC programs except price support loan and purchase agreement proceeds.

#### ASSIGNMENT CONDITIONS

Form CCC-36, Assignment of Payment, must be used to assign all ASCS and CCC farm program payments. Forms CCC-251 and 252 are used to assign other CCC payments.

Farmers may assign any cash payments.

#### COMMODITY CERTIFICATES

Payments made in the form of Commodity Certificates (Form CCC-6) may not be assigned.

#### KEEP ASCS INFORMED

After an assignment is made, the farmer should immediately notify ASCS if there is any change that could affect the assignment.

If the farmer owes money to ASCS or CCC, that amount may be subtracted from the assigned payment before it is made to the lender.

If the farmer owes money to a Government agency other than ASCS or CCC, that amount may be subtracted from the assigned payment before it is made to the lender ONLY if prior to the date the notice of assignment was accepted by the ASCS county office:

- The debt to the Government was listed on the ASCS/CCC debt record;  
or
- The Internal Revenue Service or other Federal government agency forwarded a notice of levy and a copy of a notice of lien against the farmer for taxes owed to the Government.

For more information on assigning ASCS and CCC program payments, farmers should contact their county ASCS office.

*This Program or Activity will be Conducted on a Nondiscriminatory Basis Without Regard To Race, Color, Religion, National Origin, Age, Sex, Marital Status, Disability, Personal Sponsorship, or Political Affiliation.*



**CCC-37, Joint Payment Authorization**

## CCC-37, Joint Payment Authorization, *Continued*

CCC-37 should be completed according to this table.

<b>Circled Number</b>	<b>Action</b>
1	<p>Check the program or programs for which joint payment authorization is applicable. If a producer executes joint payment authorization, one CCC-37 may be accepted for:</p> <ul style="list-style-type: none"> <li>• all programs</li> <li>• all crop programs</li> <li>• 1 or more applicable programs in items 3 through 16</li> <li>• an individual program that is not listed in items 3 through 16. Specify program payment in item 17.</li> </ul>
2	Enter program, marketing, or contract year.
3	Specify if the joint payment authorization applies to all farms in the county.
4	<p>Enter the producer's farm number, control number, or "All".</p> <ul style="list-style-type: none"> <li>• The control number is the applicable number for a program, such as a contract number or operation number.</li> <li>• ENTER "N/A" for LFP.</li> </ul>
5	Enter the producer's name and address.
6	Enter the lender's name and address.
7	Producer or authorized agent shall sign and date.
8	Lender shall sign and date. Enter the title of the person who is acting in a representative capacity for the lender.
9	<p>The remarks section may be used to:</p> <ul style="list-style-type: none"> <li>• list all farms applicable for the producer</li> <li>• enter any other applicable information.</li> </ul>

*Continued on the next page*

CCC-37, Joint Payment Authorization, *Continued*

<b>CCC-37</b> (04-10-91)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		Form Approved - OMB No. 0560-0004	
<b>JOINT PAYMENT AUTHORIZATION</b>				1. STATE <b>COLORADO</b>	2. COUNTY <b>YUMA</b>
				COUNTY OFFICE NAME AND ADDRESS AND TELEPHONE NO. (Include area code)  <b>Yuma County ASCS Office Box 123 Happytown, CO 80758 (777) 111-2222</b>	
<b>NOTE</b> The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a). The Commodity Credit Corporation Charter Act authorizes collection of this data. Furnishing the data is voluntary; however, without it joint payment cannot be issued. The information will be used to authorize CCC to make program payments jointly to the producer and a joint payee. This information may be furnished to any agency responsible for enforcing the provisions of the CCC Charter Act. Public reporting for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Agriculture, Clearance Officer, OIRM Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB No. 0560-0004), Washington, D.C. 20503. RETURN THIS COMPLETED FORM TO YOUR ASCS COUNTY OFFICE.					
<b>A. APPLICABLE PROGRAM(S) (Check)</b>					
ALL PROGRAMS ITEMS 3 - 17			ALL CROP PROGRAMS ITEMS 3 - 7		18. PROGRAM, MARKETING OR CONTRACT YEAR
3. WHEAT	7. RICE	11. CONSERVATION RESERVE	15. LIVESTOCK FEED	1991	
4. FEED GRAINS	8. AGRICULTURAL CONSERVATION	12. SHORN WOOL	16. DAIRY TERMINATION	19. ALL FARMS IN COUNTY YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
5. UPLAND COTTON	9. EMERGENCY CONSERVATION	13. UNSHORN LAMBS	17. OTHER (Specify)	20. FARM/CONTROL NUMBER	
6. ELS COTTON	10. FORESTRY INCENTIVE	14. MOHAIR		All	
21. NAME AND ADDRESS OF PRODUCER			22. NAME AND ADDRESS OF JOINT PAYEE		
Rocky Road 123 Colorado Road 35 Happytown, CO 80758			Farmers Bank Box 1 Happytown, CO 80758		
<b>PART A - JOINT PAYMENT AUTHORIZATION</b>					
<p>The producer and the undersigned joint payee request that CCC or ASCS, as applicable, make the producer payments specified in items 3 through 17 payable jointly to the producer and the undersigned joint payee. Both the producer and the undersigned joint payee agree that this agreement in no way affects the right of offset by CCC, ASCS, or any other government agency. Both the producer and the undersigned joint payee agree that neither the United States of America, the Commodity Credit Corporation, an agency of the United States, the Secretary of Agriculture, any disbursing officer, nor any other Government employee or official shall be subject to any suit or liable for payment of any amount if payment is inadvertently made to the producer without regard to this joint payment authorization. This authorization may be revoked at any time by completing Part B of this Form CCC-37.</p>					
PRODUCER'S SIGNATURE <b>Rocky Road</b>			7		DATE <b>4-1-91</b>
JOINT PAYEE'S SIGNATURE <b>Farmers Bank Joe Boss, President</b>			8		DATE <b>4-1-91</b>
<b>PART B - REVOCATION OF JOINT PAYMENT AUTHORIZATION</b>					
Revocation of this authorization requires the signatures of both the producer and the joint payee. Joint payment authorization above is hereby revoked.					
PRODUCER'S SIGNATURE			DATE		
JOINT PAYEE'S SIGNATURE			DATE		
REMARKS					
9					
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or handicap.					
COUNTY ASC COMMITTEE					



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